

	*	IN THE
_____ Plaintiff	*	CIRCUIT COURT
v.	*	FOR
	*	_____
_____ Defendant	*	Civil No.:
*	*	*
*	*	*
*	*	*
*	*	*
*	*	*
*	*	*

**NOTICE OF SCHEDULING CONFERENCE
AND ORDER TO APPEAR**

In accordance with Maryland Rule 2-504.1, it is this _____ day of _____,
_____ by the Circuit Court for _____, Maryland,

ORDERED that the parties and their counsel shall attend a Scheduling Conference on the
_____ day of _____, _____ at _____ a.m./p.m. at the Circuit Court for
_____, Maryland at the _____ (address); and it is further

ORDERED that each party and their counsel shall appear for the Scheduling Conference
prepared to make decisions regarding settlement, consider appropriate forms of alternative dispute
resolution, limit issues where possible, enter into stipulations, and discuss any other matters that may
be considered at the conference; and it is further

ORDERED that the parties shall complete the Scheduling Conference Information Form
attached to this Order and bring the completed form to the Scheduling Conference; and it is further

ORDERED that if child support or alimony is at issue, both parties also shall bring to the
Scheduling Conference financial statements that have been completed in accordance with Maryland
Rule 9-203(f) and copies of their last three paystubs or other income verification; and it is further

ORDERED that, to the extent practicable, all requests for the appointment of counsel for a minor child, social work investigations, psychological evaluations, and pendente lite relief shall be made at or before the Scheduling Conference; and it is further

ORDERED that all parties and their respective counsel shall attend the Scheduling Conference in person, unless otherwise excused by the Court. Counsel or a party may be permitted to appear at the Scheduling Conference by telephone only at the discretion of the Court. Any request to be excused or to appear by telephone must be made in advance of the Scheduling Conference.

**COUNSEL SHALL HAVE THEIR SCHEDULES
AVAILABLE SO ADDITIONAL DATES MAY BE SET.**

**FAILURE BY COUNSEL OR A PARTY TO ATTEND THE SCHEDULING CONFERENCE AS ORDERED MAY
RESULT IN A SHOW CAUSE HEARING AND THE IMPOSITION OF MONETARY OR OTHER SANCTIONS.**

JUDGE

NOTICE

This Scheduling Conference is being scheduled less than 30 days from the date of this Order. If you object and prefer a Scheduling Conference later than 30 days from the date of this Order, or if you have a scheduling conflict, please contact

_____ (*court staff*) at _____ (*telephone*) to
reset the Conference.